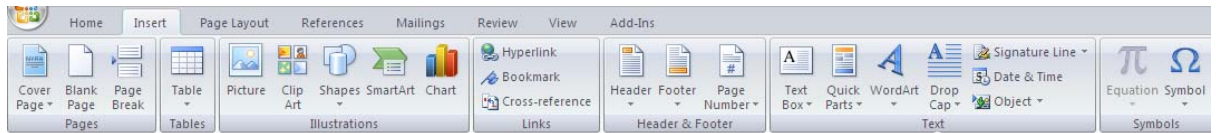


Insert Text from One File to Another

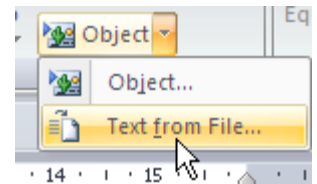
To insert a document file into the document that you are working on, follow the steps below:

1. **Place cursor** where you want to insert the text
2. Click **Insert** tab



3. Select **Text** Group

4. Click **arrow** beside **Object** button Choose **Text from File** command
5. **Locate the file** to be inserted from your filing system
6. Click **Insert** text button



Remember to format the inserted text to match the text on your page. Adjust the following:

- Inserted text to keep within the current document margins
- font
- font size
- font style
- font colour